Reviewed on (Date): Reviewed by:	Reviewed on (Date): Reviewed by:	Reviewed on (Date): Reviewed by:	Reviewed on (Date): Reviewed by:
Approved on (Date): Approved by:	Approved on (Date): Approved by:	Approved on (Date): Approved by:	Approved on (Date): Approved by:

Job Identification:

Position   :   Supervisor
Location   :   Development Department, BUFC.

Key Organizational Relationship
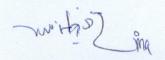
Accountable To   :   Ass. Manager, Development BUFC.

Basic Functions

To ensure effective implementation of the instructions given by Assistant Manager, Development, BUFC.

Duties and Responsibilities

1. Responsible for quality & quantity of samples/development as per given specs/instructions.

2. To ensure development SOP is followed and also by all workers.

3. Discuss loading daily with in charge/development office (0930hrs).

4. Go through loading in detail, check all jobs in process and ensure timely delivery/dispatch.

5. Ensuring that all instructions and qualified standards have been followed for development.

6. Check hardware/software faults if any and have them reported at the concerned dept/authority. Follow till the problem is solved and work is resumed fully.

7. Help operators in rectifying the problems arising/accruing during the work.

8. Enforces/implement proper housekeeping in the department.

9. Carry out special instructions given by Assistant Manager Development.

10. Ensure efficient design making at Artios CAD & with most efficient multiple layout design to reduce the wastage.

11. Ensure proper file transfer in required format to respective departments (PP Planning, Art, Reproduction, Planning BUFC, CC, OP and Lemanic).

12. Ensure perfect ROTOEXPERT working with most efficient layout.

13. Ensure DRF data maintain in SAP.

14. Follow up machine trail samples at all operation, e.g. material arrangement, OP, CC, FG and dispatching with complete information.

15. Properly maintain specification as given by QA/R&D Lab.

16. Ensure proper timely dispatch and Emailing for every job.

17. Maintain inventories of production supplies.

18. Arrange manpower for overtime when required.

19. Discusses targets with operators and help them achieving.

20. Continuously efforts to improve the work efficiency.

21. Be accountable for worker personal safety and for the safety of his co-worker.

22. Ensure training of staff at every level ensuring no constraint completing the task any time.